

## **JOB OPPORTUNITY BULLETIN**

**Class:** Assistant Program Specialist, CDAC  
**Tenure:** Permanent  
**Time Base:** Full-Time  
**Salary:** \$2850 - \$3465 – Range A  
\$3418 - \$4155 – Range B

Under the direction of the Staff Services Manager II and the leadership of the Associate Program Specialist, Data Collection and Analysis Unit, this position performs the following duties:

### **SPECIFIC DUTIES INCLUDE:**

- Compiles and analyzes information reported on public debt issuance which may include types of debt financing instruments, the use of bond proceeds, agency types, and competitive and negotiated debt offerings. Develops automated spreadsheets for basic analysis of debt information. Tracks negotiated refundings and Mello-Roos financing reported to CIDAC. Researches and analyzes information prior to entry in a database for accuracy and consistency.
- Performs the less complex work on the Commission's monthly newsletter DEBT LINE. Prepares the layout and design of the text, calendar of issues and graphics for publication. Assists with the preparation, editing, updating and/or inputting of CDIAC documents, publications and statistical reports, which includes formatting and designing on desktop publishing, graphics and other software applications.
- Produces the invoices for reporting fees. Assists in reconciling the accounts receivable records of outstanding fee invoices with the Accounting Office.
- Provides staff support of the Commission by answering the less complex and sensitive technical assistance inquiries from members of the Legislature or their staff, representatives of state and local governments, and the private sector regarding the Commission's history and policies, newsletter and debt issuance information.

### **DESIRABLE QUALIFICATIONS:**

- Demonstrated ability to independently conduct research concerning the issuance of public debt and public finance issues and summarize and report the findings in written articles, reports, or analyses.
- Demonstrated ability to write and speak clearly and effectively.
- Demonstrated ability to work well with a variety of professionals and to use tact in contact with others.
- Ability to exercise good judgment in a variety of situations.
- Ability to accept multiple assignments and to meet deadlines.
- Experience using personal computers, including relational database applications and Windows software.

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and background check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as an Assistant Program Specialist or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and the Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "318-4288-001" next to the classification on your application/resume, i.e., Assistant Program Specialist, CDIAC (318-4288-001).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**. Applications will be prescreened and only the most qualified individuals will be selected for an interview.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CDIAC complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CDIAC at (916) 653-3269 or TDD (916) 654-9922.